

**COMPLIANCE CHECKLIST****▷ Long Term Care Facility - Nursing Unit**

The following checklist is for plan review of new long-term care facilities and new additions to existing long-term care facilities. This checklist also applies to renovations projects affecting long-term care facilities constructed under the regulations effective March 19, 1968, or under their subsequent revisions. This checklist is derived from long-term care licensure regulations 105 CMR 150.000 and 105 CMR 151.000, entitled "Licensing of Long Term Care Facilities", as well as relevant parts of Chapter 111 of Massachusetts General Laws (specific sections indicated below). Applicants must verify project compliance with all licensure requirements when filling out this checklist, and must include the DPH affidavit when submitting project documents for self-certification or abbreviated review.

A separate checklist must be completed for each nursing unit affected by the construction project. Compliance Checklist **LTC2** entitled "Long-Term Care Facility - Common Areas" must also be completed, whether or not the common areas are to be altered (spaces dependent on bed count must comply).

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code.
- 708 CMR, the State Building Code.
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Tuberculosis in Health-Care Settings.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board.
- Local Authorities having jurisdiction.

## Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line (\_\_\_\_) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (\_\_\_\_) next to the section title (e.g. E RESIDENTS BEDROOMS). If more than one space serves a given required function (e.g. patient room or exam room), two codes separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

**X** = Requirement is met.

☒ = Check this box under selected checklist section titles or individual requirements for services that are not included in the project.

**E** = Functional space or area is existing and not affected by the construction project; this category does not apply if the existing space or area will serve a new or relocated service or if the facility is currently not licensed & applying for licensure.

**W** = Waiver requested for Guidelines, Regulation or Policy requirement that is not met (for each waiver request, complete separate waiver form & list the requirement ref. # on the affidavit).

3. Requirements referred to as "Policies" are DPH interpretations of the Regulations.

Facility Name:

.....

Facility Address:

.....

Dates:

Initial: .....

Revisions: .....

DON Identification: (if applicable)

.....

Bed Complement:

Current Number of Beds = .....

Proposed Number of Beds = .....

Project Reference:

.....

.....

Building/Floor Location:

.....

.....

**ARCHITECTURAL REQUIREMENTS**151.300 NURSING UNIT

- ☐ Located on one floor only  
 Number of beds in nursing unit =   
 Level II Levels III/IV  
☐ Maximum 41 beds ☐ Maximum 60 beds

151.320 RESIDENTS BEDROOMS

- (E) ☐ Floor level 6" above grade  
 (A) ☐ Single-bed room: ☐ Multibed room:  
     ☐ min. 125 sf ☐ min. 90 sf per bed  
 (B) ☐ 4 beds or less  
     ☐ 3 beds or less  
         // window on 1 side  
 (H) ☐ privacy curtains  
 (D) ☐ min. 3'-0" clear on each side of each bed  
     ☐ min. 4'-0" wide passageway  
         ☐ at end of each bed  
         ☐ continuous to the bedroom door  
 (I) ☐ one closet per bed  
     ☐ min. 2'-0" x 2'-0"  
     ☐ 5'-0" vertical clearance under clothes rod  
     ☐ access does not interfere with patient privacy (multibed)  
     ☐ bureau  
         ☐ min. 2'-0" wide  
         ☐ at least 1 drawer per resident  
 (J) ☐ hospital-type beds  
     ☐ min. mattress dim. 36" x 76"  
     ☐ nightstand for each bed  
 150.017 ☐ drawer & cabinet  
     ☐ towel rack  
 151.320 ☐ 1 armchair for each bed  
 (G) ☐ bedroom opens into 8'-0" wide corridor  
 (F) ☐ outside window (also see Page 5)  
 Policy ☐ min. 20 feet outside clearance to any walls  
 151.370 ☐ toilet room  
 (C) ☐ directly accessible from bedroom  
 Policy ☐ towel bar  
 Policy ☐ robe hook

- ☐ private shower **or** ☐ access to central shower  
     ☐ min. 4'-0" x 4'-0" stall  
     ☐ no curb  
     ☐ sloped toward center drain  
     ☐ shower curtain

**MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

## Lighting:

- ☐ general lighting  
     ☐ switch adjacent to bedroom door on latch side  
☐ reading light for each bed  
     ☐ wall **or** ☐ bolted to mounted nightstand  
     ☐ illumination level equivalent to 60 watts incandescent  
     ☐ switch usable by resident  
     ☐ elec. connection separate from required receptacles  
☐ night light

## Power:

- ☐ 1 duplex receptacle per bed on headwall  
     ☐ on emergency power  
☐ 1 duplex receptacle on another wall

## Nurses call system:

- ☐ 1 call station for each bed

- ☐ Handwashing sink  
☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Night light  
☐ Emergency nurses call station  
☐ Shower controls outside stall  
     ☐ easily operable by nursing staff  
☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Emergency nurses call station  
☐ accessible from toilet & shower

**ARCHITECTURAL REQUIREMENTS**151.330 SPECIAL CARE ROOM

(also see 151.320)

- ☐ Located in close proximity to nurses station
- ☐ Single-bed
- ☐ Min. 125 sf
- ☐ Private bathroom
  - ☐ toilet
  - ☐ shower ☐ tub
- or**
  - ☐ min. 4'-0" x 4'-0" stall
  - ☐ no curb
  - ☐ sloped toward center floor drain
  - ☐ shower curtain

151.340 NURSES STATION

- (A) ☐ Centrally located
- ☐ Max. 100 ft n. station entrance to furthest bedroom door
- ☐ Min. 81 sf
- (B) ☐ Min. 6'-0" dimension
- (D) ☐ Counter
  - ☐ max. 42" high
  - ☐ Charting surface
- (C) ☐ Top & base storage cabinets
- (E) ☐ Nurses toilet room

151.350 MEDICINE ROOM

- (A) ☐ Opens into nurses station
- ☐ Min. 30 sf
- ☐ Min. 5'-0" dimension
- (B) ☐ Sized to accommodate med. cart
- (C) ☐ Counter
- ☐ Top & base cabinets
- (D) ☐ Lockable compartment
- ☐ Refrigerator

151.360 DAY ROOM

- Policy ☐ Centrally located
- 150.017 ☐ Outside window
- 151.360 ☐ Min. 9 sf per bed

Policy NURSING UNIT DINING

☐ check if service not included in project  
(if dining room outside unit meets space requirement)

- ☐ Centrally located
- ☐ Outside window

151.570 ☐ Min. 10 sf per nursing unit bed

- ☐ Separate room **or** ☐ Dining space & day room space contiguous
- ☐ min. 19 sf per bed

151.310 DRINKING FOUNTAIN

- ☐ Centrally located

**MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

- ☐ Handwashing sink
- ☐ Shower controls outside stall
  - ☐ easily operable by nursing staff
- ☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Emergency nurses call station
  - ☐ accessible from toilet & shower (or tub)

- ☐ Vent. min. 10 air ch./hr
- ☐ Emergency lighting
- ☐ Emergency power
- ☐ Nurses call master station
  - ☐ bedroom numbers displayed
  - ☐ room functions displayed
  - ☐ individual identification of each call

- ☐ Handwashing sink
- ☐ Vent. min. 10 air ch./hr
- ☐ Lighting on emergency power
- ☐ Refrigerator on emergency power

- ☐ Emergency lighting
- ☐ Nurses call station

- ☐ Emergency lighting
- ☐ Nurses call staff station

**ARCHITECTURAL REQUIREMENTS****MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**151.370 BATHING

- Policy ☐ Centrally located
- Policy ☐ Solid partition enclosure for each tub or shower
- (A) ☐ At least one central free-standing tub  
☐ check if function not included (only for Level IV unit)  
☐ min. 3'-0" clear on each side  
☐ min. 3'-0" clear on one end
- (B) ☐ Shower rooms:  
☐ min. 4'-0" x 4'-0" stall  
☐ no curb  
☐ sloped toward center drain  
☐ shower curtain
- Policy ☐ dressing area
- Policy ☐ door or privacy curtain

- ☐ Vent. min. 10 air ch./hr  
☐ negative pressure (Policy)  
☐ air exhausted to outdoors  
☐ Emerg. nurses call
- ☐ Vent. min. 10 air ch./hr  
☐ negative pressure (Policy)  
☐ air exhausted to outdoors  
☐ Shower controls outside stall  
☐ easily operable by attendant  
☐ Emerg. nurses call within reach of patient in shower room

Type of Bathing Fixture	Required Ratio (1:N)	Number of Fixtures With Corridor Access (B)	Number of Beds Served (B x N)
Free-Standing Tub	1:15		
Automated Bather	1:30		
Corridor Accessible Shower	1:15		
TOTAL			

Number of beds without direct access to bathing = CENTRAL TOILET ROOMS

- (C) ☐ At least 2 central toilet rooms
- Policy ☐ off main corridor
- Policy ☐ convenient to day room and bathing
- (C) ☐ wheelchair accessible  
☐ designated for each gender

- ☐ Handwashing sink  
☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Emergency nurses call station

151.390 (B) CLEAN UTILITY ROOM

- ☐ check if function not included (only for Level IV unit)
- ☐ Direct access from corridor
- ☐ Min. 70 sf
- ☐ Min. 6'-0" dimension
- ☐ Counter
- ☐ Top & base cabinets

- ☐ Sink w/ goose-neck faucet  
☐ Vent. min. 10 air ch./hr

151.390 (C) SOILED UTILITY ROOM

- ☐ check if function not included (only for Level IV unit)
- ☐ Direct access from corridor
- ☐ Min. 70 sf
- ☐ Min. 6'-0" dimension
- ☐ Counter  
☐ min. 24" w x 48" l x 36" h

- ☐ Handwashing sink  
☐ Service sink w/ goose-neck faucet  
☐ Clinical **or** ☐ Bedpan  
flushing-rim sink washer/  
sanitizer
- ☐ Vent. min. 10 air ch./hr  
☐ negative pressure (Policy)  
☐ air exhausted to outdoors

151.380 (A) LINEN CLOSET

- ☐ Min. 20 sf
- ☐ Non-combustible shelving  
☐ max. 6'-0" high

**ARCHITECTURAL REQUIREMENTS**151.380 (B) JANITOR'S CLOSET

- Policy ☐ Serving nursing unit exclusively  
☐ Min. 25 sf  
☐ Min. 5'-0" dimension  
☐ Shelving

151.380 (C) UNIT STORAGE CLOSET

- ☐ Min. 50 sf

151.580 NOURISHMENT KITCHEN

- ☐ Min. 1 per floor  
☐ Refrigerator  
☐ Storage cabinets  
Policy ☐ Surface cooking unit **or** ☐ Microwave oven

**MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

- ☐ Service sink  
☐ Vent. min. 10 air ch./hr (exhaust)

- ☐ Sink  
☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Emergency lighting

**GENERAL STANDARDS**Architectural Details

## Corridors (151.600):

- resident corridors  
☐ min. 8'-0" wide  
☐ handrails on both sides  
☐ max. projection 3½"  
☐ min. 30" AFF  
☐ returns meet wall at each end  
service corridors  
☐ min. 5'-0" wide

## Ramps (151.610):

- ☐ check if service not included in project  
☐ max. slope 1:12

## Doors (151.630):

- ☐ min. 44" wide at bedrooms, day room, din. rooms, act. rooms, stairs  
☐ min. 36" at bathing rooms (Policy)  
☐ min. 32" at toilet rooms  
☐ no locks or privacy sets in resident areas  
☐ outswinging/double-acting doors for toilet rms

## Windows (151.640):

- ☐ sill or guard min. 30" AFF  
☐ window glass area min. 10% of BR floor area  
☐ operable windows (min. opening 4% of BR floor area)  
☐ insect screens

- ☐ Grab bars in all resident toilet & bathing facilities  
☐ 250 lb. capacity

- ☐ Min. 8'-0" ceiling height in resident areas

- ☐ Washable wall finishes in toilet, bathing, food prep., utility rooms (151.660(B))

- ☐ Impervious floor finish in toilet, bathing, food prep., utility rooms (151.660 (C)&(D))

Mechanical

## Heating (151.700):

- ☐ heating capacity min. 75 °F

## Air Conditioning (151.700(D)):

- ☐ cooling capacity max. 75 °F in areas listed below:

- |  |  |
|--|--|
| <input type="checkbox"/> New Construction<br><input type="checkbox"/> & Major Renovations<br><input type="checkbox"/> Original facility plan approval on or after 4/14/00<br><input type="checkbox"/> AC in all resident areas | <input type="checkbox"/> Minor Renovations<br><input type="checkbox"/> original facility plan approval prior to 04/14/00<br><input type="checkbox"/> AC in dining rooms, activity rooms, day rooms, etc. |
|--|--|

- ☐ Temperature controls in each bedroom

## Ventilation (151.710):

- ☐ corridors not used as plenums for supply/return

Plumbing

- ☐ min. water pressure 15 psi (151.720)

Electrical

## Lighting (151.800):

- ☐ uniform distribution of light in bedrooms  
☐ night lights  
☐ min. illumination level equivalent to 15 watts incandescent  
☐ switch at nurses station or at BR door  
☐ min. height 12" AFF

## Emergency power (151.830):

- ☐ generator  
☐ all corridor receptacles on EP

- ☐ electric components **or** ☐ 2 electric utility of heating system sources on EP in bedrooms

## Nurses call system (151.850):

- ☐ all calls register at nurses station  
☐ origins of calls displayed simultaneously on annunciator panel (Policy)  
☐ light signal in corridor at origin of call  
☐ call stations have 1 indicator light per call button

## Telephones (151.860):

- ☐ at least 1 telephone per floor

Fireresistance Ratings of Structural Elements

(Type 1B construction per M.G.L. Chapter 111 §71 and 780 CMR Table 602)

Complete table below with fireresistance ratings and U.L. numbers for structural elements constituting the proposed structure.

FIRE RESISTANCE (HOURS)	RATING REQUIRED			RATING PROVIDED			U.L. NUMBER		
	Supporting more than one floor	Supporting one floor only	Supporting roof only	Supporting more than one floor	Supporting one floor only	Supporting roof only	Supporting more than one floor	Supporting one floor only	Supporting roof only
EXT. BEARING WALLS	3	3	3						
INT. BEARING WALLS	3	2	2						
COLUMNS	3	2	2						
BEAMS	2	2	1½						
FLOOR STRUCTURE		2							
ROOF STRUCTURE			1½						